

**PRIVATE SCHOOLS FOR THE DISABLED**  
**PRESCRIBED "COST OF OWNERSHIP" FORMAT**  
**FOR A RELATED PARTY TRANSACTION**  
**REAL AND PERSONAL PROPERTY**  
**FOR THE 2003-2004 SCHOOL YEAR**

(To be completed and attached to all related party lease/rental agreements. Information in this form is good until June 30, 2004.)

1. Lessor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Lessee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Type of Property Leased/Rented:    \_\_\_\_ Real Estate    \_\_\_\_ Equipment

4. Description of Property \_\_\_\_\_  
\_\_\_\_\_

5. Term of Lease from \_\_\_\_\_ to \_\_\_\_\_

6. Type of Lease (please check one):    \_\_\_\_ Open    \_\_\_\_ Closed End

7. Annual Lease Payment(s):    Year    1. \_\_\_\_\_    2. \_\_\_\_\_

3. \_\_\_\_\_    4. \_\_\_\_\_    5. \_\_\_\_\_    6. \_\_\_\_\_

7. \_\_\_\_\_    8. \_\_\_\_\_    9. \_\_\_\_\_    10. \_\_\_\_\_

8. Is this a sub-lease? If so, please attach a copy of the primary lease to this form.  
\_\_\_\_ Yes    \_\_\_\_ No

9. Is the property leased by the private school for the disabled also leased/used by another organization or individual?    \_\_\_\_ Yes    \_\_\_\_ No    If yes, see #12.

10. Does the lessor conduct other business on any portion(s) of the property leased by the private school?    \_\_\_\_ Yes    \_\_\_\_ No    If yes, see #12.

11. If the lease involves personal property, does the lessor also lease equipment to other parties in addition to the private school for the disabled?    \_\_\_\_ Yes    \_\_\_\_ No    If yes, see #12.

12. When determining the Anticipated “Costs of Ownership” Per Year allocated to the private school lease, the lessor must only include those costs specifically associated with the private school lease or an allocated portion based on square footage, usage or revenue, etc. The “Costs of Ownership” must include anticipated dollar amounts in column (3) all other leases, column (2) allocated to private school lease and the total of column 2 and 3 in column (1) total.

**Anticipated "Costs of Ownership" Per Year**  
**2003-2004**

Lessor \_\_\_\_\_ Lessee \_\_\_\_\_

<b><u>Description</u></b>	<b>(1) <u>Total</u></b>	<b>(2) Allocated to Private School <u>Lease</u></b>	<b>(3) All Other <u>Leases</u></b>
1. Depreciation	_____	_____	_____
2. Mortgage Interest	_____	_____	_____
3. Real Estate Taxes	_____	_____	_____
4. Property Insurance	_____	_____	_____
5. Maintenance	_____	_____	_____
6. Repairs	_____	_____	_____
7. Insurance	_____	_____	_____
8. Other (Itemize)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Anticipated Costs	_____	_____	_____
Allowable Return @ 2.5% of Column 2		_____	
Total Lease Amount		_____	

If one or more of questions 9 through 11 on pages 1 and 2 were answered yes, please explain the method used to allocate costs between the private school lease and all other leases. Use the back of this page, if needed.

\_\_\_\_\_  
\_\_\_\_\_

**NEW JERSEY STATE**  
**DEPARTMENT OF EDUCATION**  
**DIVISION OF FINANCE**

**AFFIDAVIT**

I hereby certify that all information contained on pages 1 through 4 of this form and submitted to the Division of Finance, New Jersey Department of Education by the undersigned is to the best of my knowledge accurate. I also certify that if applicable (see items 9-11), the costs associated to the private school lease were allocated equitably based on square footage, usage, revenue or another equitable allocation method as appropriate and the costs identified in column 2 are not the entire cost of the lessor.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Lessor)

**This affidavit must be executed before an individual authorized by law to administer oaths.**

State of \_\_\_\_\_ County of \_\_\_\_\_ on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
personally appeared before me and is known to be the individual described in, and who executed the foregoing instrument, and they duly acknowledge to me, that they executed the same, and that the statements contained therein are true.

\_\_\_\_\_  
(Signature of Public Notary)

\_\_\_\_\_  
(Signature of Lessor)

Seal

\_\_\_\_\_  
(Official Title)